

Punctuation

- Proper punctuation makes a text clear .
- Each punctuation mark serves a purpose.

Comma ,

- It is used between two independent clauses with different subjects if they are part of a series or are joined by (and), (but), (so), and (or)

Ex:

- The reactor was out of control, the content overheated, and the safety valve failed

- If the subordinate clause comes before the main clause

Ex :

- **When the liquid boils, a residue is formed.**
- To separate a nondefining relative clause from the rest of the sentence

Ex :

- **Brass, which is an alloy of copper and zinc, is used to make bolts and screws**

- In a series of three before a conjunction

Ex:

- The bridge circuit consists of four tensometers, a signal source, and a detector.
- To separate linking words and phrases from the rest of the sentence.

Ex :

- On the other hand, the chances of success are great.

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- **Linking words and phrases :**
 - **Contrast** : however, while, whereas
 - **Comparison** : same as , like
 - **Result** : as a result, so
 - **Reason** : for, because
 - **Emphasis** : undoubtedly, indeed
 - **Addition** : and, also, in addition, too
 - **Sequence** : first, firstly, in conclusion

- **To separate some adverbs, adverbial expressions or other introductory phrases from the rest of the sentence.**

Ex:

- **Additionally, the human arm is admirable.....**

Colon :

- Before a list of items , often preceded by a word like namely, such as, as follows, the following

Ex:

- Please send the items indicated below ,
namely :
a) passport b) visa application c) correct fees

Semi-colon ;

- Joins two independent related sentences

Ex :

- This section will consider the communication electronics technician; another section will be devoted to the computer electronics technician.

- In complicated lists to show sub-grouping

Ex :

- Six excellent career fields within mechanical engineering technology are heating, ventilating, and air conditioning (HVCA); mechanical design and tool design; numerical control (NC); technical sales, fluid power, and laser technology.

Brackets or parentheses

- Round brackets (): used for abbreviations, definitions and other subsidiary information.

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- Square brackets []: if you want to insert a wrd of your own into a quotation.

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Dash -

- To add extra, less important information.
- Informal.

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Hyphen -

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Apostrophe

- To indicate the possessive

Ex:

- Checking a product's quality characteristics is called inspection.

- Three dots ...

- **To indicate an unfinished sentence or sequence**

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- the oblique stroke or slash /

To specify alternatives

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